

# JOYCE LAWVER

## **PROFESSIONAL EXPERIENCE CONTRACT EMPLOYMENT, Denver, CO July 2014-July 2019**

### *Administrative Assistant / HR Assistant*

Worked at various facilities such as: Mental Health Center, Kids First Peds, Surgery Center of Lutheran

- Supported Upper Management with daily operations of the office
- Managed calendars for executives including setting-up meetings, & notifying attendees
- Provide excellent customer service-Answered telephones and referred calls to appropriate individuals as needed
- Check in customers & verify insurance
- Data entry, scan documents, run office errands
- Managed all expenses, completed and submitted expense reports
- Booked/maintained all travel including air, hotel and ground nationally and internationally
- Maintained files, presentations, strategy and other documents
- Recorded meeting minutes and compile for future organizational reference
- Established/maintained relationships with vendors

### **Karcher North America, Denver, CO May 2013-July 2014** Administrative Assistant/ HR Assistant

- Prepared payroll
- Printed employee checks and distributed
- Assembled benefit packages for new hires

### **PUBLICATION PRINTERS, Denver, CO Feb 2004 – May 2013** *Mailroom Supervisor*

- Supervise/train Mailroom staff
- Distribute mail to appropriate recipients or departments; Receive & sort mail
- Assist with payroll checking and accounts payable printing and distribution
- Provide support in picking and packing promotional material; Perform data entry activities
- Maintain adequate mailroom supplies
- Check postal rates and weigh outgoing mail; Post shipping labels on

packages

- Maintained high level of confidentiality for all upper level management

## **EDUCATION COMMUNITY**

**COLLEGE OF DENVER** Administrative

Assistant AAS Degree

## **SKILLS**

- Provide Spanish translation
- Proficient in using Microsoft Office Applications